

# DU-COMM

DuPage Public Safety Communications  
420 N. County Farm Road, Wheaton, IL 60187  
(630) 260-7500 Main  
www.ducomm.org



## EXECUTIVE COMMITTEE MEETING – MINUTES

Thursday, December 19, 2025 – 7:30 a.m.  
DU-COMM, 420 N. County Farm Road, Wheaton, IL

At 7:30 a.m. Mayor Levin called the meeting to order.

- 1. Roll Call**
- |                                    |                          |
|------------------------------------|--------------------------|
| Mayor Scott Levin (Chairman)       | City of Elmhurst         |
| Manager David Fieldman (Secretary) | Village of Downers Grove |
| President Jim McCarthy (Treasurer) | Bartlett FPD             |
| Administrator Evan Walter          | Village of Burr Ridge    |
| Manager Scott Niehaus              | Village of Lombard       |
| President Nick Kosiarra            | Glenside FPD             |
| Fire Chief Steve Evans             | Winfield FPD             |
| Police Chief David Schar           | Winfield PD              |
| Fire Chief Rick Sanborn Jr.        | York Center FPD          |
- Absent:** Mayor Rod Craig - Village of Hanover Park; Police Chief Phil Norton - Glen Ellyn PD
- Staff:** Director Robb, Deputy Director Benjamin, Finance Manager Athitakis, HR Manager Groves; Technical Services Manager Maplethorpe, MIS Manager Roberts, QA Manager Miller, OM Barber, OM Bucher, OM Napier, TC Osborne, TC Severson, Exec Secretary Regalado
- Guests:** Attorney John Kelly - Ottosen DiNolfo Hasenbalg & Castaldo, Ltd; President Perkins – Warrenville FPD

## 2. Public Comment

None

## 3. Recognition

- Proclamation 25-010 – Jacqui Osborne 30 Years of Service
- Proclamation 25-011 – George Salata 25 Years of Service
- NEA Excellence in Dispatch Certificate – Tracy Severson

## 4. Consent Agenda

### Minutes:

- November 19, 2025 – Minutes
- November 19, 2025 – Closes Session Minutes (*Confidential Attachment*)

### Financials:

- Monthly Revenue Expenditure Report – October 2025
- Monthly Revenue Expenditure Report – November 2025 (*not available*)
- Monthly Bill Listing – November 2025

### New Business:

- Surplus Equipment Disposal List

Manager Fieldman made a motion to approve the Consent Agenda items A, B, C, E, F and Manager Niehaus seconded. Motion passed by unanimous roll call vote.

## 5. Committee Reports

- Chiefs Operating Committee Report - Chief Schar
  - No report. The committee did not meet in December.

- B. Finance Subcommittee Report – Administrator Walter
  - No report. The committee did not meet in December.
  
- C. DuPage County ETSB Report – Director Robb  
Director Robb noted
  - ETSB Ad Hoc Finance Committee was dissolved.
    - Debate on whether to establish a permanent Finance Committee or address financial issues at board level.
    - Concerns included quorum challenges and additional time commitment.
    - Alternate suggestion: make finance a standing agenda item.
    - Item tabled for January 14<sup>th</sup> meeting.
  - PSAP grant disbursement approved: \$650,000 for DU-COMM and \$350,000 for ACDC
  - Anticipated additional revenue from NG911 surplus funds for FY26: approx. \$540,000 for DU-COMM and \$291,000 for ACDC.
  - New ETSB Deputy Director of Operations, Nate Krause, starting January 5.
  - Updates on CommsCoach project, fire station alerting system upgrade, and encryption rollout for police agencies.
  - Ongoing issues with AXS radio consoles (27 open items).
  - Encryption project underway; 11 agencies scheduled through end of 2025.
  
- D. HR Subcommittee Update – Manager Niehaus
  - No report. The committee did not meet in December.

## 6. Staff Reports

- A. Director's Report – Jessica Robb  
Director Robb noted
  - Personnel Manual is being reviewed by Personnel Counsel and will then be reviewed by Attorney Kelly. Appreciation to HR Manager Groves and Finance Manager Athitakis for their work in updating the manual.
  - The new [DU-COMM recruitment video](#) was viewed by the Committee. The video will be shared with all agencies and available to post on their websites and social media.
  
- B. Operations Department Report – Tyler Benjamin  
Deputy Director Benjamin reported
  - DU-COMM's LEADS agency coordinator had to be replaced. An Operations Manager with prior experience is stepping into the role temporarily.
  - At the Labor Management meeting discussed reducing distractions in the Center and increasing reporting for performance indicators.
  
- C. Support Services Department Report – Eric Roberts / Erik Maplethorpe  
Technical Services Manager Maplethorpe reported
  - Continue working with ETSB to monitor radio and phone issues.

MIS Manager Roberts noted

  - MIS Network Administrator, Ejaz Khan has been picking up projects and going out to sites. Happy to have him join the team.
  
- E. Administrative Department Report – Angela Athitakis / Christine Groves  
Finance Manager Athitakis reported
  - Focusing on the no overtime tax calculations and getting communications to employees.
  - Setting up W2s with Paycom (new vendor).
  - New janitorial services will begin in January at a reduced cost. Paper supplies will continue to be purchased through County.

HR Manager Groves reported

- The employee lounge has been completed, for an additional break space.
- The updated Performance Evaluation Form was presented at the Labor Management meeting.

**7. Old Business**

- None

**8. New Business**

- None

**9. Executive Closed Session for the purposes of discussing:**

- A. Personnel matters (5 ILCS 120/2 (c) 1)
- B. Collective negotiating matters (5 ILCS 120/2 (c) 2)
- C. Purchase or lease of real property (5 ILCS 120/2 (c) 5)
- D. Pending, Probable, or Imminent Litigation (5 ILCS 120/2 (c) 11)

At 8:03 a.m. President Kosiara made a motion to enter closed session to discuss Personnel matters (5 ILCS 120/2 (c) 1) and President McCarthy seconded. Motion approved by unanimous roll call vote.

The Executive Committee returned to open session at 8:06 a.m.

**10. Other Business**

A. ETSB Finance Committee

- Extensive conversation on the need for financial oversight and whether ETSB should form a permanent Finance Committee versus addressing finance topics at board level.
- Emphasis on planning for future expenses (e.g., radio replacement costs projected at \$40M by 2030).

**11. Adjournment**

At 8:07 a.m. President Kosiara made a motion to adjourn, and Administrator Walter seconded. The motion was approved by unanimous voice vote. Meeting adjourned.

Respectfully submitted,  
*Kimberly Regalado*  
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